AR-D-20 40

27 February 1972

MEMORANDUM FOR: Assistant Deputy Director (Administration)

FROM:

Assistant Director/Personnel

SUBJECT:

Training of Employees in Personnel Pool.

- 1. Reference is made to memorandum dated 20 February 1952 from the Inspector Ceneral, regarding the training of personnel assigned to the Personnel Pool.
- 2. As far as the Personnel Office is concerned, there is no Agency policy which would preclude the training of personnel in skills which would qualify them for higher grade positions. There would be no objection from this office, but rather, it would appear to be highly desirable provided the type of training given would create skills which would be utilized in the positions to which the individuals were subsequently assigned.

A F. TRUBEE DAVISON

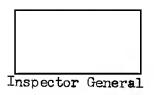
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Approved For Release 2003/06/03 : CIA-RDP80R01731R001700200002-4 2-6112 CENTRAL INTELLIGENCE AGENCY WASHINGTON 25, D. C.

20 February 1952

MEMORANDUM FOR: DEPUTY DIRECTOR/ADMINISTRATION

There is a policy determined by Personnel as Agency policy that no training time will be devoted to qualifying people for work in higher grades. If we turn the Personnel Pool at D Street into a training pool, Training would like, for example, to teach file clerks typing so that their usefulness later to the Agency may be increased. This would conflict with the present policy determination. Do you have any opinion on the sense of the present policy and the desirability of changing it?



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	ARKS: To 2: I concur with and underscore the last se	the attached	memoran-	7
reg mus the hel	I know from my ctically all clerical and sardless of previous backgrot have additional "on the jy enter on duty before they p. I would, therefore, emp	tenographic pund and experiob" training are really of hasize the de	rience, after of much	200002-4

Approved For Release 2003/06/03: CIA-RDP80R01731R001700200002-4 ity, as a matter of principle, of training in skills to which they are to be immediately assigned.

L.K.W.